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**From:** Nagle, Austin (DPH)  
**Sent:** Thursday, May 06, 2010 10:22 AM  
**To:** Glazer, Lisa (DPH); Feiden, Stacey (DPH)  
**Cc:** Salemi, Charles (DPH); Nassif, Julianne (DPH)  
**Subject:** Your travel documents  
**Attachments:** 20100506100102648.pdf

Stacey and Lisa ~

Your travel request will be downtown this afternoon.

There are several steps to the review/approval process at 250 Washington Street; the budget office will log it in and make sure all documentation is attached and that funds are available to pay for this travel; the chief of staff then reviews the documents to make sure that travel is warranted. After it is reviewed/approved by the chief of staff, it goes to EOHHS and they review the request.

I will keep you posted on progress. Please do not make any deposits or flight arrangements until your request is approved.

Please let me know if you have any questions.

Regards,

Austin